



# City of Tempe

## INTERNAL AUDITOR I

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	506	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Audit	<i>Salary / Hourly Minimum:</i>	\$64,530
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$87,115
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Auditor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the City Auditor.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of increasingly responsible accounting, auditing, and/or database management experience.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, information technology or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To support the Internal Audit Office through performing a variety of professional duties completing less complex audits and projects assisting with internal audits of the City's departments, divisions and functions.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist in the administration of the City of Tempe's Contract Management System.
- Perform a wide variety of duties including completing less complex audits and projects and assisting and supporting the Internal Audit Office including audits of departments, divisions, programs, and contracts to determine legal and financial compliance with applicable ordinances, regulations, and contractual agreements.
- Perform a variety of duties including completing less complex audits and projects and assisting and supporting the Internal Audit function including audits related to the financial and operational efficiency and effectiveness of various functions, programs, policies and procedures throughout City divisions and departments; to audit books and records of concessionaires working under agreement with the City.
- Perform a variety of duties including completing less complex audits and projects and assisting and supporting the Internal Audit function including audits of various City departments, programs, functions and systems to determine whether adequate and appropriate internal controls are in place to safeguard public resources and whether policies and procedures facilitate the City and its departments in delivering superior service and sustainable practices.
- Responsible for assisting in the administration, development, and continuous improvement of various Internal Audit operations and programs such as the employee suggestion and reporting program, continuous auditing, newsletter, and data mining.
- Performs a wide variety of research assignments related to the Internal Audit function under the direction of the City Auditor; may attend and participate in a variety of meetings as necessary and perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p><a href="#"><u>City of Tempe, AZ : Competencies</u></a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective July 2013</i></p> <p><i>Revised August 2016 (purpose statement and essential functions)</i></p> <p><i>Revised August 2018 (title and essential functions)</i></p>